

2009 Application for Admission: Cross Institutional Study



UNIVERSITY OF
TECHNOLOGY SYDNEY

General Instructions

- This application form is for Australian or New Zealand citizens and Australian permanent residents who wish to apply for Cross Institutional study at UTS.
- Cross Institutional study refers to enrolment in a subject/s for credit towards an award at another Australian tertiary institution in which the student is concurrently enrolled. The student must submit:
 - 1) **home institution's written confirmation that the subject/s applied for will be credited towards their degree**
 - 2) **Commonwealth Assistance Notice as evidence of current fee status at the home institution**
 - 3) **an academic transcript of subjects studied to date.**
- In most cases applications are considered *after* the closing date and places are allocated *after* the enrolment of UTS award students. Allocation depends on the availability of class spaces. It should *not* be assumed that applicants will be successful in their application and therefore it is highly recommended that all applicants consider alternative options for Cross Institutional studies elsewhere.
- Successful applicants are offered enrolment for a single semester only. All applicants must **submit a new application** for each semester.
- Applicants will be advised of the outcome of their application shortly before semester commences.
- A student cannot enrol in more than 36 credit points of Non Award and Cross Institutional study at UTS. This total will be calculated from any Non Award or Cross Institutional study undertaken from Autumn Semester 2006 onwards. The maximum load for a semester is 26 credit points.
- **Note:** Students are **not** eligible for Cross Institutional study if they:
 - are presently under a period of exclusion from a university
 - have already failed the same subject twice
 - are a non-resident who is the holder of a Temporary Resident Visa or Student Visa.Non-residents should contact UTS: International for advice on (02) 9514 1531.

Subject Availability For Cross Institutional Study

- Applicants may choose subjects at any level from courses currently offered by UTS in Autumn (AUT), Spring (SPR) or Summer Semester (SUM). (Note: Teaching sessions other than Autumn, Spring or Summer are available to current UTS Award students only.)
- Some subjects may have prerequisites that must be met. Consult the appropriate Faculty Handbooks for specific information about each subject. Faculty Handbooks can be accessed via the UTS web site at www.uts.edu.au or in person at the UTS Student Centres. Please contact the faculty for detailed subject information and timetables.

Closing Dates

Summer Semester* (commencing December 2008)	Autumn Semester (commencing February 2009)	Spring Semester (commencing July 2009)
31 October 2008	30 January 2009	30 June 2009

* There is limited subject availability in Summer Semester. Consult the relevant faculty to determine subject availability before you submit your application for Summer Semester.

For general enquiries regarding Cross Institutional study at UTS contact the UTS Student Centre:

Email via website: <https://servicedesk.uts.edu.au>

Phone: (02) 9514 1222

Completing the Application Form

- Complete the application form with a blue or black pen using **block letters**.
- When required, place a clear tick in the appropriate boxes.

The following instructions relate to the numbered sections of the application form:

Section 2 – Personal Details

If your family name or given names are different from that stated on any documents:

- indicate your previous name(s) in the space provided
- provide proof of name change e.g. Marriage Certificate, Decree Nisi, Deed Poll, Instrument Evidencing Change of Name.

Section 3 – Choice of Subjects

- Please indicate the year and semester for which you are applying.
- Please indicate which subject(s) you are applying for. Distance and block attendance modes are only available for selected subjects. Confirm availabilities for distance or block mode with the relevant faculty before nominating one of these modes.

Section 5 – Secondary School Studies

- If you have completed Australian Year 12 or Senior High School studies please indicate the year completed, state, name of qualification (eg HSC), school name and candidate number (if known). This is for government reporting purposes.

Section 6 – Academic Qualifications

- If you list any academic qualifications at Section 6 you will need to provide an official academic transcript showing the subjects studied, the marks obtained and an explanation of the grading system (Note: unofficial transcripts printed from institution websites will not be accepted).
- If you have completed or been awarded the qualification you will need to provide proof of completion.
- If any of your documents are not in English you must provide a translation **as well as** the original language documents.
- Previous UTS students do not need to provide evidence of study undertaken at UTS.

Section 8 – Home Institutional Approval

- You must provide written approval from your home institution to undertake the specified subjects at UTS. If your home institution cannot complete the details in the space provided you can attach a letter of approval. This letter must confirm that permission is given to study (named) subject(s) at UTS for credit to an award at the home institution.
- You must provide evidence of your current fee status at your home institution. This should be in the form of a current Commonwealth Assistance Notice
- Your application will not be processed until all required information is provided. Email approval will not be accepted.

Documentation

- You must submit **certified** copies of all your documents. Faxed documents or uncertified copies will not be accepted
- It is recommended that you submit copies certified by the following:
 - the official records department of the institution that originally issued the document(s)
 - the Student Enquiries Office or Admissions Office of an Australian University or TAFE College

UTS will also accept copies certified by someone who belongs to one of the categories listed below:

- bank manager or credit union branch manager
- barrister, solicitor or patent attorney
- postal manager
- principal of an Australian secondary college, high school, or primary school
- Commissioner for Declarations
- Justice of the Peace **with a registration number**
– copies verified by a JP without a registration number will **not** be accepted
- tertiary admission centre of any Australian State e.g. UAC
- Australian overseas diplomatic mission or Education Centre
- police officer **at or above the rank of sergeant**
- accountant ie members of: the Institute of Chartered Accountants in Australia; the Australian Society of Certified Practising Accountants; the National Institute of Accountants; the Association of Taxation and Management Accountants; or Registered Tax Agents

Note: You cannot certify your own documents even if you belong to one of the categories listed above.

The person certifying the copies **must** include the following information on the **front** of **every** page being submitted:

- the statement *'I, (insert name) , certify that this is a true copy of the original document sighted by me'*
- signature
- occupation
- telephone number
- date
- official stamp or seal of their organisation (if available)
- a Justice of the Peace must also print their **registration number** and the **state** in which they are registered as a JP

Cross Institutional Fees

- Cross Institutional students are enrolled in either a Commonwealth Supported Place (CSP) or a Domestic Fee Paying Place as appropriate to their application.
- If you are enrolled in a Commonwealth Supported Place you may be eligible for HECS-HELP.
- If you are enrolled in a Domestic Fee Paying Place you may be eligible for FEE-HELP.
- To be eligible for HECS-HELP or FEE-HELP you must meet the citizenship and residency requirements. For further information visit www.goingtouni.gov.au
- For additional information on tuition fees visit the UTS website: www.sau.uts.edu.au/fees/cross-institutional/index.html
- An invoice for Summer 2009 tuition fees will be sent during December with payment due 7 January 2009
- An invoice for Autumn 2009 tuition fees will be sent during February/March with payment due 10/11 March 2009
- An invoice for Spring 2009 tuition fees will be sent July /August with payment due 11/12 August 2009

Lodging Your Application

- Check that all relevant sections have been completed.
- Check that the form is signed and dated.
- Ensure that all copies of official documents have been certified.
- Do not enclose your application in binding
- Do not include examples of your work unless specifically asked to.
- Please remove these instruction pages from the application form.

Lodge your application **by mail** to:

Cross Institutional Admissions
UTS Student Administration Unit
PO Box 123
BROADWAY NSW 2007

OR

Lodge your application **in person** at a UTS Student Centre as listed below:

Broadway Campus - Building 1

Level 4 (Street Level)
15 Broadway
ULTIMO

Broadway Campus - Building 10

Level 2
235 Jones Street
ULTIMO

Broadway Campus - Building 6

Level 4
702-730 Harris Street
ULTIMO

Haymarket Campus - Building 5

Block C, Level 1
Cnr Quay Street and Ultimo Road
HAYMARKET

Haymarket Campus - Building 5

Block B, Level 5
Cnr Quay Street and Ultimo Road
HAYMARKET

Kuring-gai Campus

Level 5, Building 1
Eton Road
LINDFIELD

For information on UTS Student Centre opening hours see: www.uts.edu.au/students/centres.html/

Further enquiries

For more information about cross institutional study at UTS contact the UTS Student Centre:

Email via website: <https://servicedesk.uts.edu.au>

Phone: (02) 9514 1222

Website: www.uts.edu.au

Application Acknowledgement

If you wish your application to be acknowledged please complete the details below and attach this page to the **front** of your application

UNIVERSITY OF TECHNOLOGY, SYDNEY
ACKNOWLEDGEMENT OF APPLICATION
FOR CROSS INSTITUTIONAL STUDY

Name: _____
Address: _____

Office Use Only

Date of receipt at
Student Administration Unit

Note: You must advise UTS in writing, or via email, if you:


- **change your address after lodging your application**
- **wish to change your nominated preferences**
- **decide to withdraw your application**

Contact details:

Postal address : Cross Institutional Admissions
Student Administration Unit
UTS
PO Box 123
BROADWAY NSW 2007

Email via website: <https://servicedesk.uts.edu.au>

Phone : (02) 9514 1222

Date received		<h1>2009 Application for Admission:</h1>		 UNIVERSITY OF TECHNOLOGY SYDNEY		
Date received in Admissions						
		<h2>Cross Institutional Study</h2>				
		<ul style="list-style-type: none"> • Cross Institutional study refers to enrolment in a subject or subjects for credit towards an award at another Australian tertiary institution in which the student is concurrently enrolled. • You must read the instructions before completing the details below • Please detach the instructions before you submit your application 				
1. PREVIOUS ENROLMENT						
CHESSN - SAU Use Only		If you have applied to UTS before please state your application number, if known:		UTS Student Number		
2. PERSONAL DETAILS						
Surname or Family Name			First Given Name			
Other Given Name/s			Maiden Name or Previous Family Name			
Title (Mr/Ms etc)		Sex (M or F)		Date of Birth (dd/mm/yy)		
Number and Street						
Suburb			State		Postcode	
Home Phone		Work Phone		Mobile		
Email Note: This will not be used as the main form of communication to applicants. You will be advised of the outcome of your application by post.				Email		
3. CHOICE OF SUBJECTS						
Please indicate the semester for which you are applying. Semesters are: Summer (commencing December); Autumn (commencing February); Spring (commencing July).				Semester		
Please list the subject/s for which you are applying (check with faculties for available attendance modes*)						
UTS Subject No.	Subject Name	UG or PG Subject	Attendance* (Tick One)	Code/Fee Type/ Availability/Cr Pts	Decision of Faculty Nominee: Tick Yes/No AND Sign and Date	
		() UG () PG	() Internal () Distance () Block	----- -----	() Yes () No	Signature: Date:
		() UG () PG	() Internal () Distance () Block	----- -----	() Yes () No	Signature: Date:
		() UG () PG	() Internal () Distance () Block	----- -----	() Yes () No	Signature: Date:
SAU USE ONLY		Faculty Comments				
() Academic Transcript						
() Proof of Completion						
		Is application complete?	BFA	Checked by Fees	Decision	
() Home Institution Approval		() Yes			() OF () RJ	
() Commonwealth Assistance Notice		() No			Date letter sent:	

4. CITIZENSHIP/RESIDENCY		Office Use Only
Part A Citizenship/Residency Status		Cit/Res Status
i) Are you an Australian Citizen?	() Yes - Go to question (vi) () No - Go to question (ii)	1
ii) Are you a New Zealand Citizen?	() Yes - Go to question (vi) () No - Go to question (iii)	2
iii) Are you a Permanent Resident of Australia?	() Yes - Date permanent residency granted: - Go to question (iv)	3 8
iv) Is your visa a permanent humanitarian visa?	() Yes - Go to question (v) () No - Go to question (v)	Date
Note: If you did not answer 'Yes' to any of the questions above (i, ii, iii or iv) you must apply as an International applicant on a different application form. Contact UTS: International on (02) 9514 1531 for details.	
v) Did you meet residency requirements for citizenship more than a year ago?	() Yes - Go to question (vi) () No - Go to question (vi)	Y N
vi) Are you residing inside Australia during your studies?	() Yes - Go to Part B () No - Go to Part B	Y N
Part B Country of Birth	
vii) If you were not born in Australia and you are now residing in Australia, in what year did you enter Australia ?	Year of entry	Year
viii) Please state your country of birth	Country	C Code
ix) Please indicate the main language spoken in your home	Language	L Code
x) Are you of Aboriginal descent?	() Yes () No	N A
xi) Are you of Torres Strait Islander descent?	() Yes () No	T B

5. SECONDARY SCHOOL STUDIES					Secondary School Studies
Have you completed Australian Year 12 or Senior School studies ? () Yes – please give details below () No – Go to Section 6					
Year eg 1987	Name of Qualification e.g. HSC	School Name	Candidate No. (if known)	State e.g. NSW	School Code

6. ACADEMIC QUALIFICATIONS					Tertiary
Are you currently enrolled and/or have you previously been enrolled at an Australian or overseas University, CAE, Institute of Higher Education, TAFE College, or equivalent ? () Yes – please give details below and provide documentary evidence () No – Go to Section 7					HLP
Years From/To	Institution Attended and Student No. (if known)	Title of Course or Qualification	Completed, Discontinued or Being Attempted	Language of Instruction	Year
					Institution Code
					Institution Code
					Institution Code
Note: If you have undertaken your studies in an overseas country you may have to provide proof of English proficiency with your application. Refer to page 4 of the instructions for details.					

7. EXCLUSION FROM PRIOR UTS STUDY	
Have you been excluded from study at UTS ? () Yes - Please give details below () No - Go to Section 8	
UTS Course	Last Period of Attendance (Year & Semester)

8. HOME INSTITUTION APPROVAL – Approval not valid unless stamped by home institution

If you are currently enrolled in an award course at another Australian institution and intend to enrol in subjects to credit to your degree at your home institution you must have this section completed by your home institution. **If completing the section below the institution stamp must indicate the Faculty/Department name and the institution name.**

UTS Subject Number	UTS Subject Name	Current fee status at home institution (CSP or Domestic Fee paying)	Home Institution Approval (ie Head of School's Name and Signature)	Home Institution Stamp

9. EMPLOYMENT DETAILS

Are you currently employed (including self employment)? () Yes – Please give details () No – Go to the next question

Employer's Name	Position Name
Employer's Address	
Phone	Fax

10. PROFESSIONAL QUALIFICATIONS

Do you want any professional qualifications taken into account in the assessment of your application (e.g. CPE, Institution of Engineers, etc)? () Yes – Please give details () No – Go to the next question

Qualification	Institution/Professional Body	Years of Membership or Date Obtained

11. OTHER INFORMATION

Do you have any other relevant information not included above, such as supporting references, short courses, continuing professional education etc., which you wish to be considered? If so, please give details in the form of a supporting statement and/or attach the relevant documents to this application form.

12. DECLARATION AND AUTHORITY - all applicants must complete this section

Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority.

- I declare that I have read the general application instructions and that all the information submitted is to the best of my knowledge true and complete.
- I authorise UTS to verify any information provided by me.
- I authorise UTS to obtain official records from any institution attended by me.
- I understand that UTS reserves the right to vary or reverse any decision or enrolment on the basis of untrue, misleading or incomplete information.
- In the event that information provided by me to the University either on this form or at any time is considered by the University on reasonable grounds to be incomplete, untrue, or incorrect in any particular, I understand and consent that the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it.
- I understand that the university may disclose the personal information I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information for use in connection with the Higher Education Information Management System.

Signature	Date
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Your application may be cancelled if you do not provide true and complete information in connection with your application, or if you make any changes to the above Declaration and Authority.